

### III. SCOPE OF WORK AND DELIVERABLES CONTINUED

7. The Contractor shall identify prospective financing tools and programs, including, but not limited to, government programs, bonds, private lending and private equity. The Contractor shall prepare and present a draft report to the ACM for review and comment that explains the advantages and disadvantages of each program. The Contractor shall prepare and submit a final report incorporating any agreed-upon changes.
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9. The Contractor shall finalize the analyses, prepare an overall financial plan and submit it as part of a draft report to the ACM for review and comment. The Contractor shall submit a final report incorporating any agreed-upon changes. The financial plan will be included in the Authority's biennial business plan, which is due October 14, 2011.
10. All financial analysis data, products, charts, and other documents, hardcopy and electronic, prepared or assembled by Contractor/Team in connection with the service under this agreement shall be the property of the Authority. Within 15 days of completion of the work, or earlier termination of this agreement, the Contractor shall deliver all copies and documentation to the Authority.

### CONTRACT MANAGEMENT

Key contract management tasks include, but are not limited to: a kickoff meeting, monthly progress reports, and a final report and final meeting.

#### Kickoff Meeting

The Contractor shall attend a "kick-off" meeting with the Authority Contract Manager (ACM), and Contracts Officer. The Contractor's Project Manager, Contract Administrator, and Accounting Officer shall attend this meeting. The administrative and technical aspects of this contract will be discussed. Prior to the kick-off meeting, the ACM will provide an agenda to all potential meeting participants. The ACM shall designate the date and location of this meeting.

The administrative portion of the meeting shall include, but not be limited to, the following:

- Terms and conditions of the Agreement
- Invoicing